



Call for Expression of Interest (EoI) to source consultant (s) or firm to develop a training manual/aid on leadership and governance skills for farmer cooperatives and other vegetables value chain actors engaged in the Good Food for Cities (GFC) Project in Rwanda.

1.0. Background information

Kilimo Trust (KT) is a not-for-profit organization working on agriculture and agribusiness for development and creation of employment opportunities across East Africa (Rwanda, Uganda, Kenya, Tanzania, and Burundi).

Kilimo Trust Rwanda is leading the implementation of a 5-years initiative (2022-2026) titled Good Food for Cities (GFC) Project funded by the Belgian Government (DGD) through Rikolto SON to support farmers to increase production and commercialization of affordable, healthy, and nutritious food produced using regenerative and other sustainable production practices.

The GFC Project is implemented in Rwanda's Rubavu District (with potential upscaling option to Musanze District) by Kilimo Trust in partnership with Rwanda Consumers' Rights Protection Organization (ADECOR).

The project results include:

- a) **Result 1 - Sustainable Production:** Healthy and nutritious food is produced in a sustainable way in Rubavu District.
- b) **Result 2 – Inclusive Markets:** Urban food markets in Western Province and other parts of Rwanda inclusive of smallholder producers, vulnerable citizens, youth, and women.
- c) **Result 3 – Enabling Environment:** an enabling policy, financial and normative environment at local, national, and international level which will incentivizes Healthy, Sustainable and Nutritious (HSN) diets in East African Cities.

Generally, the project focuses on professionalization of smallholder farmers in Rubavu District to increase vegetables production, postharvest handling, marketing, and market access with emphasis on regenerative agriculture practices.

2.0. Purpose of the call and scope of the assignment

Cooperative governance is the act of steering cooperatively owned enterprises toward economic, social, and cultural success. It consists of answering key questions, defining roles and responsibilities, and establishing processes for setting expectations and ensuring accountability. Good governance has to meet co-operative's objectives, protect member interests and maintain member control.

Therefore, Kilimo Trust invites applications from eligible consultant (s) or firm that will work in close consultation with GFC project team to develop a training manual/aid on leadership and governance skills to increase the efficiency of agri-food value chains and improve sustainability of the food system in Rubavu District.

The training manual/aid should be developed in English with Kinyarwanda translation.

3.0. Required expertise and experience

- a) The firm or the consultant (s) **MUST** have demonstrated experience in developing similar training manuals.
- b) Ready to showcase to Kilimo Trust some of the previously developed similar training manuals.
- c) At least 3 years of relevant professional experience in similar work.

4.0. Tasks

- a) Development of a training manual that will be used to strengthen the management of agricultural cooperatives to enable them to offer high quality, efficient and effective services to their members, clients and stakeholders in general.
- b) Design and submit final artwork of the training manual to Kilimo Trust.
- c) Translate the approved training manual in Kinyarwanda.

5.0. Timeline

The Assignment is expected to start in November 2022 and run for a period of 30 days from the time of signing a contract.

6.0. Application Procedure

Interested and eligible consultant(s) or firm shall submit the following:

- a) Expression of interest addressed to the Human Resource Manager of Kilimo Trust.
- b) Technical proposal including methodology and the work plan for implementation of the assignment.
- c) Financial proposal highlighting cost breakdown.
- d) Personal CV(s) of leading technical personnel proposed for this assignment highlighting qualifications and experience in similar tasks; and
- e) Work references - contact details (email addresses) of referees (firms for whom you have produced similar assignments in the past three years).
- f) Firms should also provide:
 - a. Company registration certificate.
 - b. Tax Clearance Certificate.
 - c. Social Security Clearance Certificate.

7.0. Submission and Deadline

All required documents must be written in English and submitted electronically in one folder to recruitment@kilimotrust.org not later than Wednesday **16th November 2022** at 5:00PM Rwanda Time. Late submission will be rejected.